

HOST ORGANISATION APPLICATION - LOGISTICS QUESTIONNAIRE

FYEG General Assembly / Summer Conference 2024

Please provide several options for hosting the event in the selected city.

Please note that the budget ranges below are indicative and need to be balanced with one another. We don't have enough budget to pay the maximum amount for all the posts but we can pay more for accommodation if the venue and catering are cheaper for example.

Overview of accommodation options (for example youth hostel, cheap hotel, etc.)

We are looking for one hostel or hotel that can host between 100 and 115 participants for 4 nights (from 21st to 24th OR from 28th to 31st of August). It should be easily reachable for international participants and close to the venue for the event. It should serve breakfast with vegan options. We prefer to host participants in maximum 4 person rooms and we have a budget of around 25 to 50 EUR per night / person.

Please provide minimum 2 and up to 3 options and the requested information for each option in the table below

	Option 1	Option 2	Option 3
Name			
Adresse			
Number of beds available			
Number of beds per room			
Cost / night / person			
Cost of breakfast / day / person			
Are there vegan and vegetarian options for breakfast?			
Are there meeting rooms available? (Specify the size and cost / day)			
Is the accommodation accessible for pp with disabilities ?			
Other info or comments			

Overview of venue options (for example conference hall, university class rooms, theatre, social centre, etc.)

We are looking for one venue that can host around 120 participants for 3 days (from 22st to 24th OR from 29th to 31st of August), from 8:00 to 21:30 every day. It should be easily reachable and close to the accommodation (ideally max. 20 minutes by foot). It should have good wifi for up to 120 people and the following facilities:

- 1 large room for the plenary that can host 120 people
- 1 medium room for minimum 35 people
- 1 small room next to the plenary for minimum 15 people
- 1 small room that can be used as a quiet room and that can host minimum 5 people
- A space for serving the meals where all participants can eat and have the coffee breaks, ideally with chairs and tables
- Ideally an outside space for breaks

We prefer to rent space from non-profits, socially oriented businesses or public institutions whenever possible. We have a budget of around 1500 to 3000 EUR / day. Please provide minimum 2 and up to 3 options and the requested information for each option in the table below

Name			
Adresse			
Website			
Number and size of the rooms available			
Opening hours			
Is there a separate space to serve meals and coffee breaks?			
Cost / day for each room			
Catering included with the rental? Is hiring them mandatory?			
Is the venue accessible for pp with disabilities?			
Other info or comments			

Overview of catering options

We are looking for caterers (ideally just one) to provide and deliver the meals and coffee breaks for 4 days (from 21st to 24th OR from 28th to 31st of August).

We will need the following:

- Sandwiches for around 80 people for the dinner on the arrival day (Wednesday)
- lunches and dinners for around 110 people for 3 days, with at least 1 warm meal per day, a balanced diet and good quality food
- 2 coffee breaks per day during 3 days (6 in total) offering coffee, tea and some snacks (cookies and fruits for example)
- Plates, cutlery and glasses (we can not use disposable items)
- All meals have to be minimum vegetarian with a vegan option or ideally everything should be vegan
- They should be able to handle specific requests regarding allergies (for example gluten or nuts allergy)

We have a budget of around 25 to 40 EUR in total / full day.

Please provide up to 3 options and the requested information for each option in the table below

Name			
Website			
Cost / person for lunch			
Cost / person for dinner			
Cost / person for coffee breaks			
Are there additional costs, for ex. for tableware or delivery?			
Can they provide vegetarian and vegan options?			
Do you have any experience working with this caterer?			
Other info or comments			

Overview of the accessibility of the host city for international travel			
Is the host city easily accessible by railway for international participants?			
What is the closest international airport?			
What are the visa requirements to travel for outside or inside the EU / schengen area?			
Other info or comments			